

FACTS ABOUT**Cap-and-Trade Online Registration Instructions***For covered entities, sources, and voluntary participants*

This document provides guidance for completing the online registration form for covered entities, sources, and voluntary participants. Its purpose is to assist registrants by providing an expanded description of the information to be submitted.

Do I Need to Register?

Covered entities subject to the cap-and-trade regulation are required to register with ARB by January 31, 2012. Please refer to the *Cap-and-Trade Regulation* and *Cap-and-Trade Regulation Applicability Guidance* to determine if you are a covered entity.

Type of Registrant

If you are a covered entity please select "Covered Entity, Covered Source, and Opt-In Entity" from the drop-down menu when indicating type of registrant. If you are not a covered facility, please select either Individual- or Organization-Voluntary Participant.

Legal Name of Entity

Enter the legal name of the entity that is on record with the California Secretary of State. Legal names can be found at <http://kepler.sos.ca.gov>. If this does not apply to your entity, please enter the same name as entered for the 'Operating/Trade Name of Entity' field.

Operating/Trade Name of Entity

Enter the name of the entity that is used for the ARB Mandatory Greenhouse Gas Emissions Reporting Regulation (MRR). If the legal name and operating/trade name are the same, then enter the same name in both fields.

If you are unsure of any of the information used for reporting under MRR, please confirm by checking the Reported Emissions by Facilities available at:
www.arb.ca.gov/cc/reporting/ghg-rep/ghg-reports.htm

ARB GHG Reporting ID

Please use your ARB GHG Mandatory Reporting ID. An ID exists for all entities that have historically reported emissions under MRR. This field requires 6-digits so if your ID is less than 6-digits please enter zeros in front of the number.

Example: ARB GHG Mandatory Reporting ID = 123456
Enter: 123456

ARB GHG Mandatory Reporting ID = 1234
Enter: 001234

If you are a covered entity and you do not yet have an ARB GHG Reporting ID, meaning that you have not historically reported emissions under MRR, or you are an opt-in entity or voluntary participant, then leave this field blank.

NAICS Code

Please enter the same NAICS code used in the MRR. If you have not been subject to reporting under MRR and you are unsure of your NAICS code, then you can look up your entity's six-digit NAICS code at www.census.gov/eos/www/naics.

Authorized Account Representative or Alternate Authorized Account Representative

An Authorized Account Representative means an individual approved through the application process outlined in section 95832 of the Cap-and-Trade Regulation (Regulation) that legally binds each entity that owns compliance instruments held in the account in all matters pertaining to this article.

An Alternate Authorized Account Representative means the single individual identified during the account application process that may act on behalf of the authorized account representative.

Corporate Associations

Entities registering must disclose direct and indirect corporate associations with other registered entities. Section 95833 of the Regulation provides a description of what constitutes a corporate association.

Each registered entity with a disclosable direct or indirect corporate association with another registered entity must report the name of the other entity, the type of corporate association (i.e., Direct, Indirect, or Disclosable) and a brief description of the association (e.g., Corporate parent, Subsidiary, Sister company, Partnership and/or other information that describes the relationship).

Please enter information in the following manner **separating each field with a semi-colon with each corporate association listed on a new line.**

Entity Name; Type of Association; Description of the association

Example: Company A; Direct; Corporate parent

Company B; Indirect; Subsidiary

If you have no corporate associations please enter **"None"** in this field.

Beneficial Holding Relationships

This field will not apply to most registrants at this time because most registrants may not know which other registrants are going to want to enter into this type of relationship in the CITSS.

Entities registering must disclose any Beneficial Holding Relationships. A "Beneficial Holding" means the acquisition and holding of compliance instruments by a registered entity to be transferred to another registered entity under an agreement disclosed to ARB. Section 95834 of the Regulation provides a definition of Beneficial Holding Relationships.

An entity that establishes an agreement to participate in a beneficial holding arrangement as either an agent or a principal must report the identity of the second entity in the arrangement, its account information (i.e., ARB GHG Mandatory Reporting ID if it exists), and the nature of the relationship.

Please enter information in the following manner separating each field with a semi-colon with each beneficial holding relationship on a new line.

Entity Name; Account Information; Nature of relationship

Example: Company A; 999999; Contract for the delivery of electricity to distributor

Company B; N/A; Contract for the delivery of electricity to distributor

If you have no Beneficial Holding Relationships please enter **"None"** in this field.

Contact Address

Enter the contact information here for the entity.

Physical Address

Please use the same physical address of the entity used for reporting under MRR.

Mailing Address

Enter the address that you would like mail correspondence sent to.

Updating Information

If any information changes after it has been submitted, you must resubmit the form, but you must fill it out in its entirety. Each individual submission is tracked and date stamped. **Prior to submitting the form, please carefully review the entered information and print a copy for your own records.**

If you have questions regarding the use of this form, please contact David Kennedy at dkennedy@arb.ca.gov or (916) 322-3935.

To obtain this document in an alternative format or language please contact the ARB's Helpline at (800) 242-4450 or at helpline@arb.ca.gov. TTY/TDD/ Speech to Speech users may dial 711 for the California Relay Service.